



MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer  
Clerk of the Board of Supervisors  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Chief Administrative Officer  
Director of Internal Services  
Director of Personnel  
Director, Community Development Commission

At its meeting held January 4, 2005, the Board took the following action:

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Supervisor Knabe made the following statement:

“At budget deliberations held June 21, 1999, the Board received recommendations from the Chief Administrative Office (CAO) that the Office of Small Business (OSB) be moved from the Community Development Commission (CDC) to the Department of Internal Services (ISD), the County’s Purchasing Agent. Based on subsequent meetings with the CAO, ISD, and the CDC, it was recommended that incremental movement occur. Since then, only the management information portion of the OSB was transferred to ISD.

“The OSB’s \$600,000 budget is funded by the United States Department of Defense (DOD) to operate as the County Procurement Technical Assistance Center. The balance of the OSB’s funding is included within ISD’s Operating Budget. The Los Angeles County Small Business Commission Strategic Plan, formalized in September 2003, has made the following recommendation: ‘In addition, given the strategic emphasis on helping small businesses do business with the County, consideration will be given to moving OSB to a location more directly related to County procurement policy issues.’

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“Since the issue was first addressed in 1999, ISD has developed a Vendor Relations function, established a ‘How to do business with the County’ website, developed Countywide contracting procedures and training, assumed responsibility for reporting on the small business preference program, created web-based vendor registration and developed and delivered training on this program to County departments. These actions, coupled with ISD’s role as the County’s purchasing agent has created commonality in small business functions and objectives served by both ISD and OSB. This move will also enable greater County small business outreach efforts. ISD is the current primary source of OSB funding, has space available, and can accommodate the staff.”

Therefore, on motion of Supervisor Knabe, seconded by Supervisor Burke, unanimously carried, the Chief Administrative Officer and the Directors of Personnel and Internal Services were directed to initiate the required budgetary transfers, with no increase to Net County Cost, to permanently move the Office of Small Business (OSB) and its staff to the Department of Internal Services within 120 days after Board approval, with OSB to keep its name, and to take appropriate actions to ensure each employee’s eligibility and continuity in either Community Development Commission’s or the County’s retirement plans.

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Copies distributed:

Each Supervisor  
County Counsel  
Director, Office of Small Business, Community  
Development Commission